

DEPARTMENT OF BENEFIT PAYMENTS
744 P Street, Sacramento, CA 95814



September 2, 1976

ALL-COUNTY LETTER NO. 76-114

TO: ALL COUNTY WELFARE DIRECTORS

SUBJECT: STAFF TRAINING REPORT

REFERENCE:

This letter is to inform you of a change in the reporting instructions and the due date for the annual Staff Training Report. The U. S. Department of Health, Education, and Welfare now requires 1) data covering staff training under all applicable titles (including IV A, IV B, IV C, IV D) of the Social Security Act except Title XX, and 2) data covering staff training under Title XX only. Data submitted covering staff training under Title XX, will be forwarded to the State Department of Health.

Please provide us the following counts pertaining to staff training under:

- A. All applicable titles of the Social Security Act except Title XX for the period July 1, 1975--June 30, 1976.

Note: Report all applicable titles including social services under Title IV A for the period July 1, 1975--September 30, 1975, which is prior to implementation of Title XX.

1. Aggregate number of employees attending workshops and seminars _____
2. Employees granted educational leave - Total _____
 - a. Full-time _____
 - b. Part-time _____

B. All applicable titles of the Social Security Act except Title XX for the period July 1, 1976--September 30, 1976.

1. Aggregate number of employees attending workshops and seminars _____
2. Employees granted educational leave - Total _____
 - a. Full-time _____
 - b. Part-time _____

C. Title XX for the period October 1, 1975--September 30, 1976.

Note: Count all employees, regardless of salary funding, who received training in social services covered under Title XX.

1. Aggregate number of employees attending workshops and seminars _____
2. Employees granted educational leave - Total _____
 - a. Full-time _____
 - b. Part-time _____

To assist you in reporting the data, we have defined the items as follows:

1. Workshops and seminars refer to any training activities (regardless of duration), attended by one or more employees. They include special training sponsored by your department or by other organizations, but exclude your department's regular orientation-induction and continuing in-service training programs.
2. To arrive at the aggregate number of employees, an employee is counted each time he attends a different training session.
3. Part-time educational leave includes the total number of employees who are granted release time from the working day to attend educational institutions or extension courses.

This information should be mailed to the Program Information Bureau, Mail Station 12-81, or provided by phone (916) 322-2230 or (ATSS) 492-2230, by October 31, 1976.

Sincerely,



GARY G. ADAMS
Deputy Director

cc: CWDA